

## English Language Learners Checklist

LEA \_\_\_\_\_

Date \_\_\_\_\_

Person Completing Checklist \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**I = IN COMPLIANCE**

**O = OUT OF COMPLIANCE**

### ***DIRECTIONS***

1. Review LEA procedures to ensure that all of the following requirements have been met.
  - ☐ Mark **I** if the item is in compliance
  - ☐ Mark **O** if the item is out of compliance
2. For items found out of compliance (**O**), complete the Cycle 6 Compliance Activities Worksheet by indicating:
  - ☐ the items out of compliance and how they will be addressed;
  - ☐ who will be responsible; and
  - ☐ the date items are brought into compliance.
3. Return the following to Mrs. Bobbie Orlando, Monitoring Manager; Bin #32 at ADE by **December 1, 2005**:
  - ☐ this English Language Learners Checklist;
  - ☐ the completed Cycle 6 Compliance Activities Worksheet;
  - ☐ a copy of the Home Language Survey;
  - ☐ a copy of an enrollment form;
  - ☐ LEA procedures for identifying and reclassifying ELL students;
  - ☐ Sample of parent notification of a student's reclassification; and
  - ☐ Sample of form documenting 2 year monitoring of FEP students (e.g.; AIMS scores, grade reports, teacher evaluation).

### **Assurances from NCLB Application**

- \_\_\_\_\_ Ensure that all teachers in any language instruction educational program for limited English proficient children are fluent in English and any other language used for instruction including written and oral communication skills.
- \_\_\_\_\_ Ensure that the district is compliant with all Arizona state laws (ARS 15-751-755) and rules and federal civil rights laws and rules regarding limited English proficient students per sections 3126 and 3127.
- \_\_\_\_\_ Ensure that professional development for educators is scientifically based.
- \_\_\_\_\_ Ensure that ELL programs are developed by using scientifically based research.

### **Identification of ELLs**

- \_\_\_\_\_ All students enrolling in the LEA complete an enrollment form and a home language survey to determine whether the student is considered as a PHLOTE (primary home language other than English) student. The enrollment form and the home language survey ask the same three questions.
- \_\_\_\_\_ The LEA assesses the English language proficiency of all new PHLOTE students within 30 days of the beginning of the school year or, if enrolled during the school year, within the first 2 weeks.

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## **Assessment of ELLs**

- \_\_\_\_\_ PHLOTE students in Kindergarten are given an oral English language proficiency test approved by the State Board.
- \_\_\_\_\_ PHLOTE students in grades 1-12 are given an oral, reading, and writing English language proficiency test approved by the Board.
- \_\_\_\_\_ Students who score below the publisher's designated score for fluent English proficiency are classified as ELL.
- \_\_\_\_\_ Individuals who are proficient in English, and trained in language proficiency testing and scoring, conduct English language proficiency assessments.
- \_\_\_\_\_ English language proficiency is assessed using alternative procedures for students with disabilities if the multidisciplinary evaluation or the IEP team determines the procedures listed above are inappropriate.
- \_\_\_\_\_ ELLs who meet the qualifications for placement in a gifted educational program are enrolled concurrently in the gifted program and the ELL program if appropriate.

## **Parent Notification Forms**

- \_\_\_\_\_ Parents are notified of a student's placement in a language instruction program no later than 30 days after the beginning of the school year or within 2 weeks if enrolled after the beginning of the school year.
- \_\_\_\_\_ The LEA uses the state approved Parent Notification Form. \*

## **English Language Learner Programs**

- \_\_\_\_\_ All ELLs are provided daily instruction in English language development appropriate to their level of English language proficiency. English language instruction includes listening and speaking skills, reading and writing skills, and cognitive and academic development in English.
- \_\_\_\_\_ ELLs are provided daily instruction in subject areas required under the minimum course of study.
- \_\_\_\_\_ The English language learner program meets age appropriate academic achievement standards for grade promotion and graduation.
- \_\_\_\_\_ Curriculum is aligned with Arizona Academic Standards and Arizona ELL Proficiency Standards.
- \_\_\_\_\_ Scientifically based research models are used for developing English proficiency.

## **Reassessment**

- \_\_\_\_\_ ELLs are reassessed for reclassification at least annually with all four subtests of the State-approved English language proficiency test. Kindergarten is assessed with the listening and speaking portions only.
- \_\_\_\_\_ The LEA notifies parents or guardians in writing that their child has met the criteria for reclassification as fluent English proficient (FEP).
- \_\_\_\_\_ FEP students are monitored for two years after being reclassified to determine whether they are performing satisfactorily in achieving the academic standards.
- \_\_\_\_\_ The LEA enters data into SAIS in a timely fashion: at least once every ten days.

\* Approved Parent Notification form can be downloaded from the ADE website.

<http://www.ade.az.gov/asd/lep/>